** Utah Division of Emergency Management**

**Procedures for Delivering an ICS300, ICS400, or an AH-IMT Course**

1. Complete and submit the Utah Division of Emergency Management Training Request form at least 45 days prior to the offering date, to the State Training Officer. (This form is located on the Training Page http://dem.utah.gov) If it is an AH-IMT course, the FEMA *Request to Conduct NIMS ICS All-Hazards Position Specific Training Class* application will also be submitted.
2. When your course is approved, it will be added to the Training Page and U-TRAIN and you will be notified. Please check both listings to make sure they are correct.
3. You may request a current course roster from the Training Section at anytime.
4. If your course does not have at least 16 students registered on U-TRAIN, one week prior to the start date of the class, it will be rescheduled or canceled.
5. Request a sign in roster from the Training Section at least 24 hours prior to the start of the course.
6. (IF you have non-Training Section instructors.) Within seven days of completion of the course return the following to the Training Section:
	1. Completed sign in roster for each day,
	2. A graded original test from each student (pretest and posttest, if required for the class), and
	3. A course evaluation from each student.
	4. On AH-IMT courses, a completed and signed FEMA form 119-25-1 with FEMA student identification (SID) number listed (the FEMA form and link to obtain the SID are on the Training web page at: http://dem.utah.gov).
7. Upon receiving the above items, the Training Section will “verify” completion in U-TRAIN, for those students who successfully completed the course.

8/2013